DRAFT MINUTES

MSC Content Management Meeting March 11, 2014

Montana Historical Society Auditorium

Present: Ken Adams, MSC; Laura Tretter Vice-chair, State Law Library; Sam Suber, State Library; Janice Kalvig, ImagineIF Libraries; Melody Condron, MSC; Amy Marchwick, MSC ; Carrie Nelson, Flathead Valley CC; Lois Dissly, Chair, Bozeman Public; Lindy Barlett, Missoula Public; Paulette Parpart, Missoula Public; Holly Harper, Whitehall School

1. **Introductions**
2. **Minutes from previous meeting were reviewed and approved**
3. **Review/update standard cataloging procedures**
   a. Review Draft Revision March 2014
   b. Cataloging Classics
   c. RDA cheat sheet

   Discussion (of all the above):

- CIP Records
  o Possible training: specific CIP training if that many people are using it
  o Capital K or lower case in 008 tag?
    - Should this be a training session? Should this be a tip of the month? (It has been a tip of the month, twice already)
  o Should people be updating a record or bring in a new record entirely?
    - If it is a AACR2 record, then update it to an AACR2 record
    - If it is a RDA record, then update it
- Delete item section in handbook needs to be updated? (yes, but not much)
- ISBN section: multiple ISBNs can be helpful, and it can be in subfield Z. Different formats NEED different ISBNs and different records. Serials are different. Adjust paragraph in procedures manual. Include some examples of Manga…
- Appendix D Mark tag cheat sheet:
  o Added 264, 830
- Call number analytics: discussion, but the document is correct

DECISIONS: Changes to be made from this edition:

- Add "links are hot" line to ToC
- Add clarification on page 22 about capital K
- Make sure that samples are available: 245, 260, 300, 504, 008, date fields
- Correct second "600" on cheat sheet so it reads 610.
- Add 440 as obsolete on cheat sheet.
- Add Classics comment to the section with multiple formats on one bib
- Add "Print on Demand" comment in fiction and nonfiction section
  o Tip of the month?

- Add section on availability of batch changes
- Sections 2.4 & 2.5: this needs to be discussed later, but prior to the edits are made to this edition.
- Ken will make an online form so that people who have input on the procedures can give input in an online format.

3d. Future updates to the MSC Cataloging procedures:

Discussion:

Should the Procedures remain in paper form or transfer to a wiki format or online format somehow?

Where would it be hosted? (Possibly the MSC web site)

Where would the links be? (Right on the MSC page on cataloging)

Should the responsibility for updating the procedures be distributed differently instead of resting solely with the Vice Chairman?

Do we all feel favorably that if online, more accessible paths to this information (possibly more information) being web-hosted. (Yes.)

4. **MORE RDA**

4a. Relators:

- We don't want to split authorities.
    - Will it be better in Enterprise? Unknown
    - We want to turn off subfield E and subfield 4? Yes
    - We want to keep A, Q, D, C (verify with Paulette.)
    - We should encourage catalogers to enter relators regardless of issues with display. Issues with display will be resolved sooner or later, and we want the relators there.

- **Decision:** Paulette will send instructions to Ken on which subfields to not index for 1XX and 7XX tags to stop the splitting of authorities because of relators

4b. **33X fields in Enterprise**

- What do we want for Enterprise?
    - 336 & 338 are displaying for the group (content type) (format) in All Record in the OPAC at present

Decision: Postpone. On the horizon for display in Enterprise. Let individual libraries decide

4c. 336, 337, 338 change entry type

- When you go to a record to add a 33x field, it gets tricky.
    - Currently, the system brings up a subfield code popup and makes your entry multiple lines. In order to add more subfields beyond that, right click. Not intuitive, should we turn the pop-ups off? This would be a global change.

Decision: Voted to change it so this process matches the entry process for all other info, so no pop-ups.

4d. 264 display in Enterprise

- This is decision to be made by "search target" groups for Enterprise
- Publication dates (other than 264) can be displayed in ranges as well. Ken has done this in the past. This will be an Enterprise discussion, also a search target level decision.

Decision: Postpone. On the horizon for display in Enterprise. Let individual libraries decide

4e. GMDs in RDA?

- Should we phase out the use of GMD, and if so, how should it be done?
- We could ask the catalogers to add them forever, or we could phase them out.
    - E-books big batch loads don't have the GMD added, and then the display is wrong. ??? I thought they were added, but it wasn't a good GMD? Maybe ask Melody for clarification? I can't remember who brought it up.
    - 33x fields and GMD are redundant for patron display but not for cataloging. All records don't come in RDA compliant.
    - OTHER: Is there an icon for large print? We think not.

Decision: add GMD for LP's

Decision: Wait to begin phase out of GMD, though we are moving in that direction at some point.

4d. RDA Training/Resources

- Librarians are seeking information about RDA, but they don't have the toolkit.
- Could we add links to the web site with basic information? (33x fields)

Decision: Generate some basic information to be shared after the Deborah Fritz training this summer.

5. **029 Tag (deleting)**
   a. 029 information that is existence is valuable, but imported 029 tag information is not necessary. Can we junk it?
      i. Reminder: " Junk tags" are stripped on entry to the system.

> **Decision: Junk 029 tag.**

6. **Subject headings: deleting or suppressing due to unwanted and overwhelming display**
    a. All subject headings per item are listed on the first page of the search hit display in Enterprise, which might be more headings than is useful.
    b. It is a "library level" decision to display subject headings as facets.
    c. It is a "search target level" decision to display subject headings in the search results.

> **Decision: postpone this item. Let individual libraries decide**

7. **Preprocessing challenges:**
    a. Due to staffing changes, responsibilities are shifting so that books will be coming in pre-processed from Baker & Taylor or Ingram and allocation for time means that Janice Kalvig will have far less time to be hands on in the catalog.
    b. In changing to preprocessed records, what needs to be checked by Janice so that nothing gets left unattended to?
    c. She will have less time to dedicate to work from which the entire MSC benefits, such as series work and hands-on cataloging.

8. **MSC Reorganization**
    a. There is a website that all catalogers should be keeping up with. It is now round 2.
    b. For cataloging purposes, be aware that things are changing and some things will look differently as changes are made.
    c. Ken has a snazzy timeline. All future dates are tentative.

9. **Phantom holds update**
    a. Reminder: when a hold exists on an item that has multiple parts in a series and then another library that uses "acquisitions" adds that item as individual pieces in the whole, the acquiring library steals the hold and it becomes invisible. This occurs once or twice per week.
    b. These are fixed manually at present. Sirsi will fix this on service pack 5.

10. **Enterprise implementation and new products**
    a. Enterprise:
        i. Pilot libraries of the various types are using enterprise.
        ii. The experience of the pilot schools will determine the rollout dates for the entire MSC. Hopefully it will be ready to go for everyone by next school year.
        iii. MSC Homepage is the default set-up for Enterprise.
        iv. More info and more training to follow.
    b. Shoutbomb pilot is underway
    c. Mobile Circ: coming soon!
    d. eResource Central: coming soon!

11. **Improved communication with MSC Executive Committee and Board**
    a. Maybe someone from the CMC should attend the Executive meetings and report what we are doing and give information where cataloging is relevant.
        i. This would have to be formalized, complete with gas reimbursement

        ii. This would enable CMC to communicate with the exec committee without relying on the State library personnel to be the carriers of the information.

        iii. Ken will request this to be put on the agenda for the next exec meeting.

    b. CMC update should be a standing agenda item at fall and spring meeting.

        i. Ken will present this idea to the Exec committee.

12. **Tip of the Month**:
    a. Conversation about who the tip of the month is targeting, the level of information that is disseminated, and
        i. Could the procedure manual be sent out in chunks of information?
        ii. Not just cataloging, also circulation and overall tips.
    b. "Did you know" would be a shorter information piece.
    c. Should it be the responsibility of the vice-chair to send out a "did you know" or a" tip of the month?" No.
    d. April: Sam Suber, May: Dave Shearer, June: Laura Tretter, July: Carrie Nelson, August Lois Dissley , Sept: Carly Designe, October : Holly Harper, November: Roberta Gebhardt, December: Janice Kalvig, January: Cheri _____ , February: Marilyn Trosper, March: Lindy Barlett

13. **Election of Officers**
    a. Nominations for Vice Chair: Carly Delsigne, Roberta if Carly declines. (Carly accepted).

14. Other
    a. Seed library – check out, seed savings & return